

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : ROME

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	131	27.50	26.00	1.33
FROM TERRITORIES :	103	6.50	17.00	0.64
B. VISITS TO CLIENTS IN TERRITORY :	24	7.50	5.66	0.32
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	0.00	0.00	0.00
MISSIONS :	4	0.00	0.66	0.02
CONFERENCE SEMINARS :	4	2.50	2.66	0.13
OTHER :	1	1.00	0.00	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	12.50	10.00	0.55
POST INITIATED :	9	0.00	5.33	0.16
E. COMMUNICATIONS ACTIVITIES :	1	0.50	0.00	0.01
F. INVESTMENT ENQUIRIES FROM CANADA :	2	4.00	0.00	0.08
FROM TERRITORIES :	14	4.00	1.66	0.13
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.50	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	6.66	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	13	0.00	3.00	0.09
HOST GOVERNMENT :	16	0.00	4.33	0.13
OTHER DEPARTMENT :	19	5.00	2.66	0.18
PROVINCES/MUNICIPALITIES :	5	0.00	0.33	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	4.00	0.42
LEAVE, PROFESSIONAL DEVELOP :		12.00	10.00	0.54
K. SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.00	0.03
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	17
FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	10
FROM TERRIT :	15
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	7
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3